**U.S. ELECTION ASSISTANCE COMMISSION**
**1225 New York Ave. NW – Suite 1100**
**Washington, DC 20005**

# U.S. Election Assistance Commission

**Federal Agency Name:** United States Election Assistance Commission

**Funding Opportunity Title:** Help America Vote College Program

**Announcement Type:** Competitive Grant

**Funding Opportunity Number:** EAC-08-001

**CFDA Number**: 90.400

**Due Date:** Applications are due by 4:00 p.m. EDT on Monday, April 7, 2008

## I. FUNDING OPPORTUNITY DESCRIPTION

This announcement is covered under the Help America Vote Act of 2002 (HAVA), Public Law (P.L.) 107-252, Title V. Provisions under this title allow the U.S. Election Assistance Commission (EAC or Commission) to award grants for the development of a program to encourage students enrolled at institutions of higher education (including community colleges) to assist State and local governments in the administration of elections by serving as nonpartisan poll workers or assistants. Project funds must be used for projects and activities which are carried out without partisan bias or without promoting any particular point of view regarding any issue.

**Help America Vote College Program**

For fiscal year 2008, the EAC is seeking proposals from colleges (including community colleges), universities and nonprofit organizations, which will assist the Commission in continuing in the development and implementation the Help America Vote College Program (College Program or HAVCP). The EAC established the HAVCP in 2004, and distributed over $600,000 to colleges and nonprofits to get students to serve as poll workers on Election Day. An additional $350,000 was distributed through the College Program in 2006.

The purpose of the College Program is to:

- Encourage students enrolled at institutions of higher education (including community colleges) to assist State and local governments in the administration of elections by serving as poll workers or assistants

- Encourage college students to become cognizant of the elections process and civic education, and to assist in the smooth administration of elections in their community
- Encourage state and local governments to use the services of the students participating in the College Program.

While laws regarding eligibility for poll worker service vary somewhat from state to state, in all states, poll worker service requires dedication. Poll workers are required to attend a training session conducted by the local election jurisdiction prior to Election Day. Most training sessions occur in the month prior to Election Day (i.e., October for this project period), and generally last, on average, two to three hours. Through coordination between the local election jurisdiction and the prospective grantee, on-site poll worker training may be arranged.

Applicants also should be aware that poll workers generally are required to be at polling locations to help set up prior to the opening of polls (sometimes before dawn), and should plan to stay at least 45 minutes after the close of polls on Election Day. In some jurisdictions options to split a shift are available. Applicants should understand that college poll workers may be required to remain at the polling location the entire day on Election Day. It should be noted that poll workers are paid a stipend both for attending training and for their service on Election Day. The stipend amounts, paid by the election jurisdiction, vary widely [Note: Stipends may not be available for "poll assistants"].

Applicants should be aware that most states require that poll workers be registered voters in the state in which they serve. Other states require that poll workers be registered voters in the county in which they serve. In some cases, however, students are exempt from these requirements and may serve under various titles, such as assistant or interpreter. For more information concerning poll worker qualifications, please see the EAC's Compendium of State Poll Worker Requirements at http://www.eac.gov/files/BPPollWorker/Compendium.pdf.

Applicants should also know that one of the key elements of success for the 2004 and 2006 Help America Vote College Program was establishing a relationship between the grant recipients and local election officials. Upon considering an application for this grant, the successful grantee will reach out to the local election official (and secure a letter of endorsement, as discussed below) to ensure that college students will be encouraged to serve as poll workers on Election Day.

In making grants under the College Program, the EAC requires that the funds provided are spent for appropriate and allowable projects and activities that are carried out without partisan bias or without promoting any particular point of view regarding any issue, and that each grant recipient is governed in a balanced manner that does not reflect any partisan bias.

Applicants should be informed that the EAC will require all grant recipients to submit financial and narrative reports discussing outcomes and/or related qualitative data, which

the EAC will use to develop recommendations to the U.S. Congress, States, and local governments about future involvement of college students as poll workers and/or best practices information. Grant recipients will have access to EAC-developed model college poll worker practices and procedures, including the EAC's Guidebook for Recruiting College Poll Workers at http://www.eac.gov/files/BPPollWorker/College_Guidebook.pdf. Grant recipients are strongly encouraged to utilize the EAC materials in the execution of their programs.

## II. AWARD INFORMATION

**Funding Instrument Type:** Grant.

**Anticipated Total Priority Area Funding:** $750,000.

**Anticipated Number of Awards:** 25 - 50.

**Ceiling on Amount of Individual Awards:** $35,000 per project and budget period.

**Floor on Individual Award Amounts:** $10,000 per project and budget period.

**Average Projected Award Amount:** $20,000

**Project Periods for Awards:** Until December 31, 2008, unless the EAC approves the extension of remaining funds (in furtherance of the goals of the Program), in which case the funds may be used until June 30, 2009.

## III. ELIGIBILITY INFORMATION

### 1. Eligible Applicants

State controlled institutions of higher education; private institutions of higher education; community colleges; nonpartisan student organizations; nonprofit organizations, other than institutions of higher education (including faith-based, community-based, and tribal organizations).

All applications that are developed jointly by more than one agency or organization must identify only one organization as the lead organization and the official applicant. The other participating organizations can be included as co-participants, sub-grantees, or subcontractors. Applications that are developed jointly by more than one agency or organization that fail to identify only one organization as the lead organization and the official applicant will be considered non-responsive and returned without review.

Any nonprofit organization submitting an application must include proof of its nonprofit status in its application at the time of submission. The nonprofit organization can accomplish this by providing any one of the following:

        (a)     A reference to the applicant organization's listing in the Internal Revenue

Service's (IRS) most recent list of tax-exempt organizations described in the IRS code

(b)    A copy of a currently valid IRS tax exemption certificate

(c)    A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals

(d)    A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status

(e)    Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate

Applicants are cautioned that the ceiling for individual awards is $35,000. Requests that exceed the $35,000 threshold will be considered non-responsive and will not be eligible for funding under this announcement.

## 2. Cost Sharing or Matching

None.

## IV. APPLICATION, SUBMISSION AND RELATED INFORMATION

## 1. General Guidelines for Application

- Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished (i.e., staff, procedures, timelines), given the description and purpose detailed above regarding the College Program

- Identify the results and benefits to be derived. Provide quantitative projections of the accomplishments to be achieved for each function or activity in such terms as the number of college students expected to participate and the number of activities accomplished. Explain the methodology that will be used to determine if the needs identified and discussed are being met and the results and benefits identified are being achieved

- Reflect an understanding of the procedures for successfully involving college students to participate as poll workers or other election administration assistants on Election Day

- Provide evidence of the organization's past experience with similar projects that demonstrate the agency's capacity to implement the proposed project

- Present a budget with reasonable project costs, appropriately allocated across component areas, which are sufficient to accomplish the objectives, such as documentation of the dollar amount requested, as well as a description of the

fiscal controls and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement

## 2. Federal Assistance Forms

Applicants must provide an Application for Federal Assistance consisting of OMB forms SF 424, SF 424A, SF 424A--Page 2 and Certifications/Assurances. These forms can be accessed at http://www07.grants.gov/agencies/approved_standard_forms.jsp.

## 3. Address to Request Additional Information

For additional information, you may contact the Help America Vote College Program at (202) 566-3100 or via e-mail at HAVACollegeProgram@eac.gov.

## 4. Content and Form of Application Submission

## The Application

Each application package must include an original and two copies of the complete application. Each copy should be stapled securely (front and back if necessary) in the upper left-hand corner. All pages of the project description/narrative must be sequentially numbered, beginning with page one. In order to facilitate handling, please do not use covers, binders or tabs. Do not include extraneous materials as attachments, such as agency promotion brochures, slides, tapes, film clips, minutes of meetings, survey instruments, or entire articles of incorporation.

You may also view this grant announcement at www.grants.gov. *However, you may not submit an electronic application for this grant announcement*. Rather, the EAC requires that applications for this grant announcement be submitted - **not later than 4:00 p.m. on Monday, April 7, 2008** – in paper format only by mailing or hand delivering a hard copy of the application to the following address:

Help America Vote College Program
U.S. Election Assistance Commission
1225 New York Avenue, N.W., Suite 1100
Washington, D.C. 20005

Any organization that wishes to apply for a federal grant must first have a Data Universal Number System (DUNS) Number. A DUNS number is a unique identifier for your organization required by the federal government to track how federal grant money is distributed. These numbers are issued by Dun & Bradstreet. Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or you may request a number on-line at www.dnb.com.

Any questions regarding this announcement can be directed to Juliana Milhofer or Edgardo Cortés at (202) 566-3100 or by e-mail at HAVACollegeProgram@eac.gov.

**Application Requirements**

A complete application consists of the following items:

- Narrative Statement (must not exceed 20 pages);
- Application for Federal Assistance (SF 424, REV 4-92);
  - Budget Information--Non-Construction Programs (SF 424A, REV 4-92);
  - Budget justification for Section B--Budget Categories;
  - Assurances--Non-Construction Programs (Standard Form 424B, REV 4-92);
- Proof of non-profit status (if applicable);
- Certification regarding lobbying;
- Letter from local election official certifying cooperation with organization.

The above forms and certifications may be found at
http://www07.grants.gov/agencies/approved_standard_forms.jsp.

4. **Submission Dates and Times**

**Deadline: The closing time and date for receipt of applications is 4:00 p.m. EDT on Monday, April 7, 2008. Mailed or hand delivered applications received after 4:00 p.m. EDT on the closing date will be classified as late.**

The EAC requires that applications for this grant announcement be submitted in paper format only by mailing or hand delivering a hard copy of the application, as instructed below. All applications will be evaluated upon receipt and initial screening.

Mailed applications shall be considered as meeting the announced deadline if they are received on or before the deadline time and date at the following address: Help America Vote College Program, U.S. Election Assistance Commission, 1225 New York Avenue, N.W., Suite 1100, Washington, D.C. 20005. Applicants are responsible for mailing applications well in advance to ensure that the applications are received on or before the deadline time and date.

Applications hand delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 9:00 a.m. and 4:00 p.m., EDT.

**Late applications:** Applications that do not meet the criteria above are considered late applications, absent extreme circumstances to be determined by the Commission. EAC

shall notify each late applicant that its application will not be considered in the current competition.

**Extension of deadlines:** EAC may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail service. Determinations to extend or waive deadline requirements rest with the U.S. Election Assistance Commission.

## 5. Intergovernmental Review

State Single Point of Contact (SPOC):
This program is covered under Executive Order 12372, ``Intergovernmental Review of Federal Programs.'' Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. As of January 1, 2008, the following jurisdictions have elected to participate in the Executive Order process:

Arkansas, California, Delaware, Florida, Georgia, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, District of Columbia, Puerto Rico, American Samoa, Guam, North Mariana Islands, and the Virgin Islands.

Applicants from these jurisdictions should determine the SPOC for that jurisdiction, and contact their SPOC as soon as possible to alert them of the prospective application and receive instructions. Applicants must submit any required material to the SPOC as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a)(2), a SPOC has up to 60 days from the application deadline to comment on proposed new or competing continuation awards.

Applicants from a jurisdiction that does not participate in the Executive Order process, and which have met the eligibility requirements of this program, are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC.

A list of the Single Points of Contact for each State and Territory can be obtained from www.whitehouse.gov/omb/grants/spoc.html.

## 6. Funding Restrictions

Applicants are cautioned that the ceiling for individual awards is $35,000.

Applications exceeding the $35,000 threshold will be considered non-responsive and will not be eligible for funding under this announcement, unless the application represents a joint program.

**Pre-award costs are not allowable charges to this program**. Applications that include pre-award costs with their submission will be considered non-responsive and will not be eligible for funding under this announcement.

**Construction is not an allowable activity or expenditure under this program**. Applications that propose construction projects or expenditures will be considered non-responsive and will not be eligible for funding under this announcement.

The purpose of this program is to focus on election administration. **Voter registration and get-out-the-vote (GOTV) efforts are not allowable activities under this program.** Applications that propose voter registration or GOTV efforts will be considered non-responsive and will not be eligible for funding under this announcement.

Grant applicants from Educational Institutions should be aware that they are subject to the cost principles outlined in the Office of Management and Budget (OMB) Circular A-21 (found online at www.whitehouse.gov/omb/circulars/a021/a21_2004.html). Grant applicants from Nonprofit Organizations should be aware that they are subject to the cost principles outlined in the Office of Management and Budget (OMB) Circular A-122 (found online at www.whitehouse.gov/omb/circulars/a122/a122_2004.html). These Circulars establish principles for determining costs applicable to Federal grants.

For example, T-shirts are popular giveaway items for college students. T-shirts are an unallowable cost if they are simply a promotional item, as are memorabilia, including gifts, and souvenirs. But, if the T-shirts are given to students to wear to advertise the poll worker program, they are an allowable expense. As an illustrative example, to distinguish allowable from unallowable T-shirt purchases, a 2004 Grantee purchased T-shirts in September and required students participating in the program to wear them every Tuesday through the general election. The students wearing the T-shirts represented the program and answered other student's questions on how they could participate. An unallowable T-shirt purchase would be T-shirts given to students after their participation in the program as a thank you gift or participation reward.

Another popular recruiting item for students is food. The cost of food is only an allowable cost if it is for meals while on travel or at a conference or meeting where technical information is disseminated. This means that a Grantee cannot use grant funds to buy candy bars, put "be a poll worker" stickers on them and distribute them in the student center, or to buy food for a post election night party for the poll workers in the program. But a Grantee may use grant funds to pay for meals or snacks during a poll worker training session. Alcohol is never a permitted expense.

## V. APPLICATION REVIEW INFORMATION

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

1. **Criteria (Total Possible Points: 100)**

*Criterion 1: Approach (Maximum 60 Points)*

Applicants will be evaluated based on the extent to which they present a plan that (1) outlines the logistics of the program (i.e., staff, procedures, goals); and (2) clearly addresses the goals of the program, and (3) reflects an understanding of the procedures for successfully involving college students to participate as poll workers or other election administration assistants on Election Day.

(1) Applications will be evaluated based on the extent to which they outline a plan of action pertaining to the scope and detail on how the proposed work will be accomplished for each project, including:

- A detailed outline of the method by which the program will be conducted. (12.5 points)
- A timeframe for conducting the program including an identification of factors which might accelerate or decelerate the work, as well as provide reasons for taking this approach as opposed to others. (This should include a list of activities, in chronological order, to show the schedule of accomplishments and their target date). (10 points)
- Information regarding the amount of staff needed for the program, and the tasks each staff member will perform. (5 points)
- A description of the products to be developed during the implementation of the proposed project, such as brochures and promotional materials, data collection instruments, internet applications, reports, evaluation results, and a dissemination plan for conveying the information. (5 points)
- An explanation of any unusual features of the project, such as design or technological innovation, reductions in cost or time, or extraordinary social and community involvement. (2.5 points)

(2) Applications will be evaluated based on the extent to which they show a clear understanding of the goals of the program, including:

- An identification of the kinds of data to be collected and maintained and a discussion of the criteria to be used to evaluate the results and success of the project. For example, the applicant may provide a description of how the proposed project will be evaluated to determine the extent to which it has achieved its stated goals and objectives; the applicant may also provide a description of methods of evaluation that include the use of performance measures that are clearly related to the intended outcome of the project. (5 points)
- A definition of the goals and specific measurable objectives for the project including targeted number of participants. (5 points)
- Information regarding how the project will build on current research, evaluation and/or best practices to contribute to increased knowledge and understanding of

the problems, issues, or effective strategies and practices as they relate to college students participating as poll workers or other election administration assistants. (5 points)

(3) Applications will be evaluated based on the extent to which they show support from local election officials, and an understanding of the local jurisdictions' poll worker eligibility requirements, including:

- A letter from the local election administrator(s) in support of the proposed program and an indication that the election official will train and use college students recruited through the program. (The letter should state (1) support for the application; (2) estimated number of college students willing to engage as poll workers; and 3) the role that the college students will perform for the official(s)). (5 points)
- Information on meeting the poll worker eligibility requirements for the jurisdiction(s) covered by the student population described in the application. (2.5 points).
- An outline of how they intend to use EAC-provided materials for poll worker recruitment. (2.5 points)

### Criterion 2: Organizational Profile (Maximum 30 Points)

Applications will be evaluated based on the extent to which the applicant organization (or the unit within the organization that will have responsibility for the project) demonstrates a capacity to implement the proposed project, including: (1) experience with similar projects; (2) experience with the target population; and (3) qualifications and experience of the organization, and management capabilities that the organization possess.

(1) Applications will be evaluated based on the extent to which they demonstrate past experience with similar projects and the target population including:
- Examples of successful past programs with similar procedures and scope (applicants should indicate how the procedures are similar, the number of targeted students, and the actual number of participating students). (10 points)
- Identification of successful management of a previous grant project. Success will be measured by having met previous grant objectives within an established time frame. (5 points)

(2) Applications will be evaluated based on the extent to which they demonstrate that the experience of the organization is such that the applicant may effectively and efficiently administer this project including:
- A detail of the background of the project director and key project staff (for example, this can include providing brief resumes of key project staff). (7.5 points)
- Information regarding the experience and commitment of any proposed consultants and subcontractors. (2.5 points)

(3) Applications will be evaluated based on the extent to which they provide a brief background description of how the applicant organization is organized, including:

- An organizational chart that illustrates the relationship of the project to the current organization. (2.5 points)
- Information regarding the types and quantity of services it provides, and the research and management capabilities it possesses. (2.5 points)

*Criterion 3: Budget and Budget Justification (Maximum 10 Points)*

Applications will be evaluated based on the extent to which the applicant presents (1) a budget with reasonable project costs, appropriately allocated across component areas, and sufficient to accomplish the objectives; and (2) demonstrates an understanding of accounting procedures necessary for Federal grant receipt.

**Note**: All necessary salary information must appear on the signed original application for the EAC. Applicants, however, have the option of omitting the Social Security numbers and specific salary rates of the proposed project personnel from the two copies submitted with the original applications to EAC. For purposes of the outside review process, applicants may elect to summarize salary information on the copies of their application.

(1) Applications will be evaluated based on the extent to which they discuss and justify the costs of the proposed project as being reasonable and programmatically justified in view of the activities to be conducted and the anticipated results and benefits including:

- A line item allocation for all proposed costs (salaries, materials, transportation, etc). (5 points)
- A narrative budget justification that describes how the categorical costs are derived and a discussion of the reasonableness and appropriateness of the proposed costs. ( 2.5 points)

(2) Applicants will be evaluated based on the extent to which they detail the procedures used to ensure successful management of Federal grant funds including:

- A description of the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement, and accurate accounting of funds received under this program announcement (2.5 points).

2. **Review and Selection Process**

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding. Applications which pass the initial EAC screening will be evaluated and rated by an independent review panel on the basis of the specific evaluation criteria. The results of these reviews will assist the Commissioners of the EAC in considering competing applications. The scores determined by the Independent Review Panel will

weigh heavily in funding decisions made by the EAC, but will not be the only factors considered. The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications which are responsive to the evaluation criteria within the context of this program announcement.

## VI. AWARD ADMINISTRATION INFORMATION

### 1. Award Notices

The successful applicant(s) will receive a grant agreement award document from the authorized EAC official. Three copies of the agreement will be sent via surface mail. The recipient should have an authorized official at the organization sign and return two copies of the agreement to the address listed in the award document. The agreement will also include the standard terms and conditions, general terms and conditions (if any) and special award conditions (if any), that are applicable.

Organizations whose applications will not be funded will be notified in writing by the EAC.

### 2. Administrative and National Policy Requirements

The EAC has not promulgated any such requirements at this time. It is expected that general administrative and national policy requirements will be followed, and the EAC will seek guidance on these requirements from other Federal agencies, such as the U.S. Department of Health and Human Services.

### 3. Reporting

| | |
|---|---|
| **Narrative Reports:** | Due 30 days after the close of the grant period. A format for the narrative report will be sent to all grantees after the grants are awarded. |
| **Financial Reports:** | An SF 269 must be submitted on August 30, 2008, for the period ending July 30, 2008, and 30 days after the close of the grant period. |
| **Other Reports:** | To obtain grant funds, grantees will be required to submit SF 270, Request for Advance or Reimbursement. |

The required standard forms 269 and 270 are located on the Internet at: www.whitehouse.gov/omb/grants/grants_forms.html.

## VII. AGENCY CONTACTS

For Further Information Contact: Juliana Milhofer or Edgardo Cortés, U. S. Election Assistance Commission, 1225 New York Avenue, N.W., Suite 1100, Washington, DC 20005, Phone: (202) 566-3100; Fax (202) 566-3127; e-mail: HAVACollegeProgram@eac.gov.

## VIII. OTHER INFORMATION

Additional information about the U.S. Election Assistance Commission and its purpose can be found at www.eac.gov.

Dated: March 3, 2008.
Thomas Wilkey
Executive Director
United States Election Assistance Commission